



UNITED STATES COURT OF APPEALS FOR THE NINTH CIRCUIT

**Post Office Box 193939
San Francisco, CA 94119-3939**

Date: February 10, 2015
To: Criminal Justice Act Panel Attorneys
From: Molly C. Dwyer, Clerk of Court
Re: Associate Attorney Billing,

In an effort to maintain accurate records of expenditures under the Act, the circuit's Criminal Justice Act Oversight Committee has determined that as of the date of this notice, any associate attorneys used in a case who are employed by counsel of record's firm are required to keep their own contemporaneous time records within the eVoucher program. In other words, counsel of record should not include associate's time entries on counsel's eVoucher CJA 20 submissions. **All attorneys, including associates, should keep separate contemporaneous time records within the COA's eVoucher program.** If you wish to use the services of an attorney **outside** of your firm, you must file a motion requesting that relief.

When counsel anticipates using the services of an associate in a given case, counsel must ask the court to create a separate payment record; if the associate's billing rate is less than the standard rate, please inform the court. Requests to create an associate record can be submitted via the eVoucher help desk:

cja_ca09evoucher@ca9.uscourts.gov

As of March 1, 2015, any eVoucher submission by counsel of record that includes associate hours will be rejected and counsel will be required to remove the associate hours and transfer them into a separate voucher under the associate's name.